



## **HUMAN SERVICES COMMISSION MINUTES June 12, 2014- 6:30 p.m.**

### **CALL TO ORDER**

Chair McGregor called the June 12, 2014 regular meeting of the Human Services Commission to order at 6:35 p.m.

### **MEMBERS PRESENT**

Joyce Bowling, Brian Lord (arrived 7:15 pm), Jared McMeen, Fran McGregor, Lesley Schlesinger, and Adam Wheeler

### **MEMBERS ABSENT**

Commissioners Leslie Hamada was excused

### **CITY STAFF PRESENT**

Victoria Throm, Personnel & Human Services Analyst

### **APPROVAL OF CONSENT AGENDA**

CM BOWLING MOVED AND CM McMEEN SECONDED TO APPROVE THE AGENDA TO INCLUDE THE MINUTES FROM MAY 8, 2014 AS CORRECTED. VOTE: 5-0. MOTION CARRIED.

### **PUBLIC COMMENTS**

There were no comments public comments.

### **OLD BUSINESS:**

*None*

### **NEW BUSINESS:**

#### *Item 1. Funding Application Review Training*

Victoria gave each commissioner a *Conflict of Interest* form to sign before they began the funding review process. Chair McGregor began the review process by explaining the application notebook which includes an index of all 31 program applications with corresponding tabs. Victoria completed an analysis cover sheet for each application. The purpose of the analysis is to provide a one-page summary of the program which includes prior funding, requested funding amount, outputs (or service units), projected outcome, budget and revenue amounts, and a staff summary. The summary may include information that staff recommends to the commission to ask the agency for more information or to explain a discrepancy she found.

The second step in the training was to practice using the rating sheet by going through an application and scoring it in order to become familiar with the process. Chair McGregor reviewed the application rating form line by line. There were 18 questions

which are given a score of zero (low) to three (highest). The commission went through each of the questions and where to find the answers within the application.

The commission asked many good questions and expressed a better understanding about the process. Chair McGregor gave a deadline to review the first sixteen applications by the July 10<sup>th</sup> meeting, the remaining fifteen applications are due by the August 14<sup>th</sup> meeting. For any agencies that the commission requests interviews, they are to note that on the rating form so Victoria can set those up for August.

The Commission also asked Victoria to send them the year-end performance measure goal report for the past 3-4 years to better understand the history of their performance.

*Item 2. Discuss Commission Participation at Covington Days Festival*

On Sunday, July 20, 2014, the City of Covington will host a booth and they have asked all the commissions that want to be involved, to have a 10-15 minute project or activity for children to do from noon to 2:00 p.m. Several ideas were discussed but no decision made. Chair McGregor asked the member to give this more thought in the next week and email Victoria with ideas. Karla Slate Communications and Marketing Manager will order any supplies needed for this event.

**COMMENTS AND DISCUSSION OF COMMISSIONERS AND STAFF**

**CM Wheeler moved and CM Lord seconded to adjourn the June 12, 2014 meeting at 8:10 p.m. VOTE 6:0. Motion Carried.**

Submitted by:



Victoria Throm  
Personnel & Human Services Analyst